

Job Description

Exams Officer

17th July 2026

Post: Exams Officer

Responsible to: Data Manager

Job Purpose

Manage the operational delivery of the school's MIS, data systems and statutory processes, ensuring that all student, assessment, timetable and curriculum information is accurate, secure and compliant with national requirements. The postholder provides high-quality data, reporting and system oversight that enables the Senior Leadership Team, curriculum teams and pastoral staff to make informed decisions, deliver effective provision and meet statutory obligations.

Main responsibilities

- Coordinate and manage all aspects of examination arrangements, including scheduling, venue allocation, and resource preparation.
- Ensure all examinations are conducted in accordance with relevant regulations and institutional policies.
- Liaise with teaching staff, students, and external examination bodies to facilitate smooth exam administration.
- Maintain accurate records of candidates, exam results, and related documentation.
- Provide guidance and support to students regarding exam procedures and requirements.
- Supervise examination venues during assessments to uphold integrity and prevent misconduct.
- Organise training sessions for invigilators and staff involved in exam supervision.
- Handle enquiries related to examinations promptly and professionally.
- Assist with post-exam processes such as result dissemination and data entry.
- Complete Safer Recruitment training and support appointments for Exam Invigilators.

Leadership and Management:

- Manage designated personnel, taking responsibility for their professional development and ensuring best practice is always observed.
- Plan and coordinate day-to-day workloads, ensuring tasks are prioritised and key processes are completed to required standards.
- Monitor the quality and accuracy of work, addressing issues and providing constructive feedback.
- Support staff development by identifying training needs, providing opportunities for skill growth and supporting the Professional Development Review cycle.

Notes

The above duties are subject to the general roles and responsibilities contained in the Statement of Conditions of Employment.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. It is not necessarily a comprehensive definition of the post and will be reviewed annually. It may be subject to modification or amendment at any time after consultation with the post holder and the duties may be varied to meet the changing demands of the school at the reasonable discretion of a Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete their particular duties.